

FRESNO COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION PACKAGE

APPLICATION FORMS:

- 1. Community Development Block Grant Proposal**
- 2. Local Financial Resources**
- 3. Environmental Assessment Questionnaire**
- 4. Supplemental Questionnaire**

ADDENDUM:

- 1. Application Approval Process**
- 2. Description of CDBG Program**
- 3. Sample Press Releases**

MAIL COMPLETED APPLICATIONS TO: Fresno County Planning & Resource Management Department, Community Development Division, Attn: Program Manager, 2220 Tulare Street, 6th Floor, Fresno, CA 93721. Hand-delivered applications should be brought to the Community Development Office (ATTN: Program Manager) located on the 8th Floor.

This application is also available on computer diskette or via the Internet at www.fresno.ca.gov, Planning & Resource Management Department, Community Development Division.

APPLICATION DEADLINE September 20, 2000

CDBG Project No. _____

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROPOSAL

(attach additional pages if necessary)

I. APPLICANT

A. City or District/neighborhood: _____

Contact Person: _____ Phone No. _____

Address: _____
(Street) (City) (State) (Zip Code)

B. Project Name _____

II. PUBLIC HEARING

Cities and districts are required to conduct a public hearing or meeting before their governing boards to provide interested citizens the opportunity to comment on all projects submitted for funding. Other applicants should contact County staff. Please indicate the date of the public meeting and attach a Minute Order authorizing submission of the application. Date _____

III. PROJECT PHASING

A. Can the application be divided into smaller projects, if necessary?
Yes_____ No_____

B. Is this application for part of a larger project involving more than one phase?
Yes_____ No_____

C. Please attach a description and map of the overall project for environmental assessment purposes (disregard if provided in a previous year).

IV. PROJECT DESCRIPTION AND FUNDING

Please provide the following information for the project. If this is a multi-phase project, fill out this section for the phase of the project for which funding is currently being requested. Please attach additional sheets as necessary for subsequent phases.

CDBG Proposal (con't)

A. PROJECT DESCRIPTION

1. Provide a description of major work items: _____

2. Describe project location; provide street address as appropriate, and attach a map describing the location and/or area of benefit: _____

3. Describe what the project will accomplish: _____

B. PROJECT FUNDING

- | | | |
|---------------------------------------|-------|----------|
| 1. Community Development Block Grant: | \$ | _____ |
| 2. Other Federal Source(s): | \$ | _____ |
| 3. State Source(s): | \$ | _____ |
| 4. Local Source(s): | \$ | _____ |
| | TOTAL | \$ _____ |

C. PROJECT PRIORITY

If you are applying to fund more than one project this year, please indicate the priority for this project: _____

V. COMPLETION SCHEDULE (Month/Year)

- | | |
|-----------------------------------|-------|
| A. Select Architect/Engineer: | _____ |
| B. Obtain Conditional Use Permit: | _____ |
| C. Complete Design Engineering: | _____ |
| D. Advertise for Bids: | _____ |
| E. Award Construction: | _____ |
| F. Complete Construction: | _____ |
| G. File Notice of Completion: | _____ |

VI. PROJECT COST ESTIMATE

A. Construction Cost

<u>Work Item #</u>	<u>Work Description</u>	<u>Quantity of Work</u>	<u>Unit of Measurement</u>	<u>Unit Price</u>	<u>Cost of Work Item</u>
------------------------	-----------------------------	-----------------------------	--------------------------------	-----------------------	------------------------------

SUBTOTAL \$ _____

B. Estimated Engineering or Architectural Cost Including:

1. Design Engineering and/or Architectural Fee: \$ _____

2. Special services (Conditional Use Permit/Zone change/site plan review, foundation or archeological investigations, extensive environmental work resulting in a complete EIR, etc.): \$ _____

3. Construction Engineering: \$ _____

4. Maintenance Plan Preparation \$ _____

C. Advertising and Award (Printing and Noticing): \$ _____

D. Property Acquisition (if applicable): \$ _____

1. Real Property: \$ _____

2. Appraisals, title work and related work: \$ _____

E. Contingency: \$ _____

F. Other (specify): \$ _____

G. Total Project Cost: \$ _____

Prepared by: Name and Title (please print)

LOCAL FINANCIAL RESOURCES

(Districts Only)

In preparing its recommendation to the Board of Supervisors, the County's Housing & Community Development Citizens Advisory Committee wants to compare the local financial resources of each applicant as one of the criteria in the selection of projects. Therefore, on a separate sheet of paper, please describe the financial resources available to your agency for the project. (NOTE: Although local financial participation in the project is encouraged, it is not a requirement that local resources must be committed to the project.)

In meeting this program requirement, please address the following:

1. Use the Agency's Special District Budget and Method of Financing Budget forms for the most recent fiscal year to complete the attached form. You will notice that this form is a condensed version of the forms which are required to be submitted annually by local governmental agencies to the Auditor's Office. You may choose to include an explanation of commitments for agency reserve funds.
2. Provide a service fee schedule and/or connection fee schedule for those facilities for which you are requesting funding (if applicable).
3. Provide a listing of any other funding sources for which the Agency has applied and the status of the applications (if applicable).

Please note that the information from these three items is included in the project evaluations provided to the Citizens Advisory Committee. Applications, which do not contain the requested information will be deemed incomplete and will not be processed.

County of Fresno
Special District Budget
Fiscal Year _____

Special District's Name

District Contact Person/Title

Telephone Number

Description	FY _____ Actual	FY _____ Proposed
<u>Reserves</u>		
1. Appropriations for Contingencies (cannot exceed 15% of Total Budget Expenditures)		
2. General Reserves		
3. Other Reserves		
4. Total Reserves		

Method of Financing Budget
Fiscal Year _____

Description	FY _____ Actual	FY _____ Proposed
<u>Estimated Revenues</u>		
1. Taxes		
2. Interest		
3. Charges for Services		
4. All Other Revenues		
5. Total Estimated Revenue (1 thru 5)		

COMMUNITY DEVELOPMENT BLOCK GRANT ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE

Please complete the following to provide information for the required Federal and State (NEPA and CEQA) environmental review. In order to process the CDBG application, **all questions must be answered thoroughly.**

1. Project Name: _____
2. Existing Zone District: _____
3. Existing General Plan Land Use Designation: _____
4. Is the project in conformance with local land use, circulation and drainage plans?

5. Present land use: _____
6. Describe major vegetative cover: _____
7. Proposed source of water: _____
8. Proposed sewage disposal method: _____
9. List existing physical improvements on the site to be improved by the project such as buildings, wells, pipelines, roads, etc., and the estimated year of construction for any building(s) on the site to be improved by the project:

10. Surrounding land uses (e.g., agriculture, residences, school, factory). Please include photographs:

North: _____

South: _____

East: _____

West: _____
11. Are you considering a similar or related project(s) within the next two years? If so, what and where? _____

Environmental Review Application (con't)

12. Please identify any agencies that you will need to get a permit from for this project:

13. Has your agency prepared any environmental work for this project? _____
If so, please attach a copy.
14. Provide a map (or maps) illustrating the proposal(s) in detail (e.g., location and size of existing and proposed sewer/water/drainage lines to be replaced or installed; location of curb, gutter, sidewalk improvements to be repaired or construction; etc.).
15. Are any of the following located within 2,000 feet of this project? If so, indicate name and location on the project map:
- a. major road/highway _____
 - b. railroad track _____
 - c. airport (within one mile) _____
 - d. building or structure 50 years old or older (please include photographs)

 - e. perennial or intermittent water courses _____
 - f. storage tanks (e.g., propane, grain silo, agri-chemicals (please include photographs) _____
 - g. known hazardous waste site _____
 - h. explosive or flammable operation (within one mile) _____
16. Provide a discussion of the reason(s) for choosing the proposed project and the consequences of "no action". In addition, identify one or more alternatives (including the "no project" alternative) to the proposed project that were considered and rejected (e.g., other sites considered, design modifications, other uses of the site). For each alternative, describe benefits to the environment that would result from implementation, any adverse impacts and the reasons for rejection. Please use additional sheets to provide this information.

To the best of my knowledge, the foregoing information is true.

Signature

Date

RL:dm A;:\APPLICATION\1469_app.soc July 24, 2000

SUPPLEMENTAL QUESTIONNAIRE

The Federal Government requires CDBG funds to be expended expeditiously. We, therefore, ask the following questions to identify problems that could delay the project. You may choose to expand the scope of the project to address these problems, request funding for the project in phases or begin to resolve the problems now with your local financial resources.

	YES	NO	N/A
1. Is the project in conformance with your local land use, circulation, and drainage plans?	_____	_____	_____
(Note: A project may not be accepted or processed if it does not conform to the appropriate General or Community Plan.)			
2. Will the project require rezoning, a conditional use permit, variance, parcel map, or subdivision map?	_____	_____	_____
Can zoning etc. be changed prior to July 1?	_____	_____	_____
(Note: Projects in the unincorporated areas may not be accepted or processed if rezoning, etc. is necessary.)			
3. Does the applicant have clear title to all properties involved in the project?	_____	_____	_____
a. Will the applicant need to acquire real property, road rights-of-way, or easements, as part of the project? (HUD requires compliance with its acquisition procedures.)	_____	_____	_____
b. Will the project cause displacement of residents, businesses, or farms?	_____	_____	_____
Can an alternate site be selected to avoid displacement?	_____	_____	_____
4. Does the applicant have the finances to maintain the improvements after the project is completed?	_____	_____	_____

Supplemental Questionnaire (Con't)

	YES	NO	N/A
5. Does the applicant have sufficient, qualified personnel to properly maintain the project upon completion?	_____	_____	_____
a. If not, are local service fees sufficient to hire additional staff to properly maintain the project?	_____	_____	_____
If not, is the applicant willing to raise local service fees to meet this obligation?	_____	_____	_____
b. Does your applicant have a written maintenance plan? (Cities using their own CDBG funds may answer N/A to this question.)	_____	_____	_____
6. If required by the County, will the applicant set up a depreciation fund to replace the project? (Cities answer N/A.)	_____	_____	_____
a. Would this requirement cause an increase in service fees?	_____	_____	_____
If so, is the applicant willing to increase service fees to set up a fund?	_____	_____	_____
7. Are all improvements affixed to the property? Furniture, and other equipment and improvements, (except for fire equipment) not affixed to the property are ineligible for CDBG funding.	_____	_____	_____
8. Is all of the property in the project area within the applicants jurisdictional limits (i.e. the project area will not require annexation prior to project construction)?	_____	_____	_____
9. Is the project designed to eliminate slums and blight? (Answer N/A if the project predominantly serves low and moderate income persons.)	_____	_____	_____
If so, is the project in an approved redevelopment area and in conformance with the redevelopment plan?	_____	_____	_____
10. Will all funding needed to complete the project be in place by next July 1?	_____	_____	_____
If not, can the project proceed without the funding?	_____	_____	_____

Supplemental Questionnaire (Con't)

	YES	NO	N/A
If not, can the project proceed in phases using the CDBG funds in the initial phase?	_____	_____	_____
11. Can the project be designed with deduct items if bids exceed budget?	_____	_____	_____
If not, is the applicant able to cover cost overruns from its own resources?	_____	_____	_____
If not, can the project proceed in phases using the CDBG funds in the initial phase?	_____	_____	_____
12. Will the project be implemented without requiring the formation of an assessment district? (There may be federal eligibility problems when an applicant intends to form an assessment district. Discuss with County staff.)	_____	_____	_____
13. Does the applicant have a multi year contract with an engineering firm to perform the engineering work? (Cities with staff doing all design work, may answer N/A.)	_____	_____	_____
If so, has it been bid in the last three years?	_____	_____	_____
If not, can the applicant complete this process prior to July 1 with its own local resources? (Contact County staff for specific required federal procedures for hiring consulting engineers/architects.)	_____	_____	_____
14. If necessary, has the applicant received all clearances, and/or funding commitments, from any public utilities, or railroads, that may be involved in the project?	_____	_____	_____
Will the applicant have these clearances, and/or commitments, by the date indicated for beginning construction in your time schedule?	_____	_____	_____
15. If the project involves a water well, has the applicant received necessary permits from the Health Department?	_____	_____	_____

Supplemental Questionnaire (Con't)

	YES	NO	N/A
16. Will all drainage, as a result of the project, be contained on-site or in applicant-owned drainage basins?	_____	_____	_____
If not, has the applicant paid required State permit fees for storm water discharges into rivers and streams?	_____	_____	_____
17. Does the project address any serious health and safety questions?	_____	_____	_____
If so, please attach correspondence the agency has received from a health or regulatory agency to confirm the seriousness of the problem. (Cities do not need to attach correspondence.)			
18. Is any of the land to be improved by the project under an agricultural contract (Williamson Act)?	_____	_____	_____
19. Is any of the land to be improved subject to the approval of Airport Land Use Commission due to the property's proximity to an airport?	_____	_____	_____

To the best of my knowledge, the foregoing information is true.

Signature

Date

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July 24, 2000

APPLICATION APPROVAL PROCESS

Community Meeting Conducted by Applicant	(July/August)
Preparation of Application Forms Submitted to The County by Applicant	(September)
Unincorporated Area Projects Considered by 17-Member Citizens Advisory Committee	(September - February)
Unincorporated Area Projects Scored by Citizens Advisory Committee – Projects Recommended for Funding	(March)
Board of Supervisors Conducts Public Hearing on all Projects Considered for Funding, Determines and Approves Program for Submission to U.S. Department of Housing & Urban Development (HUD)	(April - May)
Funding Made Available for Project Implementation	(July)

DESCRIPTION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Background: The CDBG Program is a Federally assisted program administered through the U.S. Department of Housing & Urban Development (HUD) initiated in 1974. Under the program, Fresno County is entitled to receive a certain annual allocation for various housing and community development activities.

Primary Objectives of the Federal Program: "... the development of viable urban communities including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income."

Purpose: To consolidate a number of complex and overlapping programs of financial assistance into a consistent system of Federal aid which:

1. Provides assistance on an annual basis, with maximum certainty and minimum delay, upon which communities can rely.
2. Encourages activities consistent with the community plans.
3. Endeavors to meet the Federal housing goal of a decent home and suitable living environment for all Americans.
4. Fosters activities in a coordinated and mutually supportive manner.

Urban County: In 2000-2001, Fresno County and 9 cities (Clovis, Coalinga, Firebaugh, Kerman, Kingsburg, Parlier, Reedley, Sanger, and Selma) will be participating together to be eligible for an annual entitlement as an urban county. A county may become an urban county if the population of its unincorporated areas and participating cities exceeds 200,000. In 2000, Fresno County and its participating cities have an estimated population of 355,675. Under this program, the County must be responsible for meeting the Federal requirements of the program.

Eligible Categories: Each project must fall into one of the following categories:

1. Directly benefit low- and moderate-income persons (the project must be located in a neighborhood or serve an area which has a median income less than 80 percent of the County's median income, or must provide a direct benefit to individuals or families, the majority of whose income is less than that median income figure).
2. Aid in prevention or elimination of slums or blight (the applicant must supply proof that the area meets the State or local government's definition of slums and blight).

CDBG Project Description (con't)

3. Meet an urgent need (the activity provides a remedy to a serious and immediate health or welfare problem, such as a natural disaster; and there are no other funds available; and the problem is of a recent origin).

Total Funds Available: The County has agreed to set aside a certain percentage of funds to each participating city for eligible projects. Unincorporated areas must compete for the County's portion of the funds. In 1999-2000 the County received \$5,821,000 in CDBG funds. The grant decreased to \$5,545,000 for the 2000-01 fiscal year and is estimated to be about the same for the 2001-02 fiscal year.

Eligible Activities: The following list includes the types of activities that can be funded as part of the CBDG Program; provided that, the activity falls into one of the three eligible categories described on the previous page. This list is not all-inclusive. Questions about project eligibility can be answered by Community Development staff at (559) 262-4292.

- I. Housing: Rehabilitation, Section 8 substantial rehabilitation, new construction subsidies for off-site improvements, landbanking, code enforcement, and predevelopment planning.
- II. Public Facilities & Improvements - Acquisition, construction, reconstruction, rehabilitation or installation of the following:
 - A. Water System Improvements - Acquisition of private systems, installation of new systems, extensions to unserved areas and improvements to existing systems.
 - B. Sewer System Improvements - Extensions to unsewered areas, replacement of existing lines, connections of private properties, and improvements to sewer treatment plants.
 - C. Street & Drainage Improvements - Drainage basins & lines, streets, curbs, gutters, sidewalks, lights, bridges, and canal undergrounding.
 - D. Fire Protection Improvements - Fire stations, hydrants, and fire protection equipment.
 - E. Neighborhood Facilities - Single or multi-purpose facilities to provide health, social, recreational, or similar services as well as branch libraries and facilities for specific groups, such as senior citizens and the handicapped.
 - F. Parks & Recreation Facilities - Site acquisition, development and improvements to new and existing parks, playgrounds and other recreational facilities.

CDBG City Project Description (con't)

G. Solid Waste Facilities & Equipment

- III. Removal of Architectural Barriers – Such as curb cuts, park improvements, and improvements to public buildings to meet ADA requirements.
- IV. Economic Development: Commercial revitalization, business expansion, job creation, industrial development and predevelopment planning can occur through off- or on-site public works improvements, and low-interest business loans for rehabilitation, improvement or new construction. Contact Community Development staff at (559) 262-4292 for information. Additional information is required from applicants to determine eligibility of these activities.
- V. Public Services – Such as social services and crime prevention Non-city applicants should contact the County Human Services System at (559) 435-6170.
- VI. Historic Preservation
- VII. Energy Conservation Measures

Ineligible Activities:

- I. Civic Buildings - Such as city halls, courthouses, police stations.
- II. Operating - Maintenance Expenses
- III. Political Activities
- IV. Purchase of Equipment - (Except for fire and solid waste), furnishings and personal property.
- V. New Housing Construction

SAMPLE PRESS RELEASE

_____ District
to Consider Proposals
for CDBG Funds

The _____ District will hold a public meeting to consider projects that could be financed by the Federal Community Development Block Grant (CDBG) program. Fresno County allocates about \$950,000 of its CDBG funds annually for public facilities and infrastructure improvement projects in the unincorporated areas of Fresno County.

The meeting will be held on _____, 2000, at ____ p.m. in the _____, located at _____. Interested individuals and organizations are encouraged to attend and make recommendations to the District Board.

The Community Development Block Grant (CDBG) is a Federal grant program administered by Fresno County to address housing and community development needs of low and moderate income persons. Types of eligible projects include physical urban infrastructure such as water, sewer, streets and drainage; fire protection facilities and equipment; solid waste facilities; libraries and community centers.

Project applications are presented to 17-member Citizens Advisory Committee appointed by the Fresno County Board of Supervisors. The Committee is responsible for reviewing all applications and making a recommendation to the Board of Supervisors for which projects should be included in the annual CDBG program. The person representing _____ is _____.

For further information, you can contact the District office at (559) _____ or the Fresno County Community Development office at (559) 262-4292; or Toll Free at 1-800-742-1011, by asking for the Community Development Office, Extension 2-4292.

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SAMPLE PRESS RELEASE

City Council to Consider Proposals for CDBG Funds

The City Council will be holding a public hearing to consider activities that could be financed by the Federal Community Development Block Grant (CDBG) program. Fresno County has estimated the City will receive \$_____ in CDBG funds for the City in fiscal year _____.

The meeting will be held on _____, 2000, at ____ p.m. in the _____, located at _____. Interested individuals and organizations are encouraged to attend and make recommendations to the City Council.

The Community Development Block Grant (CDBG) is a Federal grant program administered by Fresno County to address housing and community development needs of low and moderate income persons. Types of eligible activities include housing rehabilitation; physical urban infrastructure such as water, sewer, streets and drainage; fire protection facilities and equipment; solid waste facilities; certain public services; economic development activities; libraries and community centers.

The County combines applications from 9 cities and numerous Districts in unincorporated areas into a single application to the U.S. Department of Housing & Urban Development (HUD). The 9 cities are Clovis, Coalinga, Firebaugh, Kerman, Kingsburg, Parlier, Reedley, Sanger, and Selma.

For further information, you can contact the City staff at (559) _____ or the Fresno County Community Development office at (559) 262-4292; or Toll Free at 1-800-742-1011, by asking for the Community Development Office, Extension 2-4292.